Appendix 2

WAVENDON COMMUNITY CENTRE - OPERATING INSTRUCTIONS

Issue – January 2012 (V2)

EMERGENCY PROCEDURES

There are copies of the emergency procedures in the entrance hall, main room, kitchen and bar / function room. This includes a plan of the hall showing the location of fire exits, fire doors and fire extinguishers. It also indicates the location of the 'Stop Taps' for turning off the Water Supply.

FIRE PRECAUTIONS

NO SMOKING, NAKED FLAMES OR FLAMMABLE SUBSTANCES OR MATERIALS (PARTICULARLY DECORATIONS) ARE ALLOWED IN THE HALL.
DECORATIONS MUST NOT BE PLACED NEAR OR TIED TO LIGHTS OR THE GAS HEATERS.
NO ADDITIONAL HEATERS CAN BE BROUGHT INTO THE HALL – WITHOUT PERMISSION.
SMOKE MACHINES ARE NOT ALLOWED. *If anything done by the hirer triggers the Fire Alarm and the Fire Services attend the premises then the Hirer will incur any charges that are incurred by Wavendon Community Centre Committee.*
You should point out the location of the fire exits to your guests/other users of the hall before any event begins.
Emergency exit signs must be switched on at all times.
You must ensure that fire exits are not blocked or obstructed at any time both inside and outside the hall in the car park.
Care must be taken by the Hirer if any helium filled balloons are used in the Community Centre as these are a considerable fire risk.

ELECTRICAL EQUIPMENT

Any electrical equipment brought into the hall must be in good condition and used in a safe manner
Do not attempt to use or repair damaged or faulty Community Hall equipment and report all faults to the Hall Manager immediately.
Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

ELECTRIC COOKER

Do not cook with fat or use a Deep Fat Fryer.
Never leave the cooker unattended, and turn off when not in use.

NOISE

If possible, please keep windows and the entrance doors closed when music is being played.
Fire exits must be kept closed at all times.
Please keep noise levels down outside the hall e.g. in the car park particularly during and at the end of functions.

CAR PARK

DO NOT TAKE ALCOHOLIC DRINKS INTO THE CAR PARK
Any vehicles left overnight must be removed by 10am the following morning
If the car park is full, guests should park so as not to inconvenience local residents by parking in front of driveways.

GENERAL

Mop up spills on the floor as soon as possible with the mop provided (in the kitchen)
Do not use the ladders.
Please read and adhere to the instructions for operating equipment in the hall.
Report any equipment failure or damage to the Hall Manager as soon as possible

WHEN YOU HAVE FINISHED

- Wipe all tables used and replace under the stage on the trolley.
- Return all chairs to the chair storage cupboard.
- Sweep floor, wipe up and mop wet or sticky areas. (Cleaning Material / Tools are stored in the Cupboard in the passage to the Changing Rooms).
- Bag all rubbish and put in outside bin.
- Remove bottles and larger items such as boxes and place in the outside bin.
- Wash up any crockery used and replace under counter. All cleaning and tidying up must be carried out during the hire period unless other arrangements have been agreed by the Hall Manger.
- Ensure that the work surfaces, oven and fridges are left clean.

Failure to do so will result in forfeiture of the refundable deposit in whole or part. This refund is at the discretion of Community Centre Committee.

LEAVING

Switch off all lights and double check that the heaters in the hall and electric cooker are properly turned off.
Ensure all windows are closed and please ensure that all doors are locked.

RETURN THE KEY TO THE HALL MANAGER.